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ISS

3 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 14
30 March - 3 April 1970

1. All research topics from officers at Senior Service Schools have now been submitted for clearance. The last one to come in carries the subject, "The Strategy of Interposition"; [REDACTED] OSR, Naval War College, submitted it to AIR on 27 March.

notes

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2. Two Agency employees will attend the next Brookings Institution's Conference for Federal Executives on Business Operations, which begins 4 April, and will be conducted in Boston and New York: Messrs. [REDACTED] Chief, Supply Division, OL; and [REDACTED] Technical Director, Physical Science and Engineering Division, OSI.

notes

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3. Pennsylvania State University's annual Management Program for Women Executives, 19 - 24 April, has proven unusually popular this year in the Agency. Only one employee attended last year, and one the year before. To date we have received four nominations: [REDACTED]

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[REDACTED] Grade levels held by our nominees are GS-13 and GS-14; Penn. State has accepted all of them. Tuition is \$275, including room and board.

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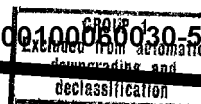
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4. The DDS&T/ORD contract course, Intelligence Engineering Systems Analysis, begins Friday, 3 April with [REDACTED] as the instructor. There were 60 nominees for the 30 slots. Although DDS&T funds the course, [REDACTED] the course coordinator, will allocate 20 slots to S & T and the other ten to NPIC, OC, TSD, and FI/D. Dr. [REDACTED] ADD/S&T, is a student.

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5. In response to a request by Mr. Mays, Executive Secretary of State's Task Force X on FSI training we supplied the following information.

✓ notes

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b. Read the following from our OTR report of March 1969 comparing the CIA training effort to that outlined in the CY 1968 Civil Service annual report. (CY 1969 CSC report not yet distributed.):

already reported

Relative to the percentage of employees involved in internal training, the Government average was 26%; we averaged 58%, second only to the Department of Labor with 61%.

In percentage of employees in external training, the Governmental average was 7%; we averaged 14%; NASA was the highest of those reporting with 53%.

Relative to the ratio of full-time training employees to the total employees, the Governmental ratio was one to 525, the highest Agency reporting was the Department of Transportation with one to 78; our ratio is estimated to be one to 36.

In regard to the amount spent per employee for external training, Government averages were about \$10; NASA was the highest reporting Agency with \$66; we averaged \$55.

6. Goaded into action by the Operations School's effort, we conducted "Operation Clean AIR" and emptied 5 1/4 safe drawers, 7 1/2 shelves in the vault, threw out 15 boxes of trash, 8 1/2 sugar bags of classified trash, and returned 6 boxes of items to the supply room. We either worked harder than [redacted] and company or had more crap. (Readers please restrain yourselves from commenting.)

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7. The 18 May NIS has four nominees; [REDACTED] DDI/OER; [REDACTED] DDI/[REDACTED] DDI/CRS; and [REDACTED] OTR/[REDACTED] Plans for the last week to be held off-site (Charlottesville) have been deferred for this fiscal year due to budgetary problems. *W*

8. The next group of Reading Improvement courses, given by the U.S. Department of Agriculture Graduate School (USDA), will begin on 14 and 15 April. One class will meet at Ames and one at 1000 North Glebe. *note*

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9. The four 1970 - 71 Naval War students will be briefed in AIR on 3 April: Messrs. [REDACTED] FE; Richard E. [REDACTED] AF; and [REDACTED] NPIC. All but Mr. [REDACTED] have been to Newport and lined up housing. We will also arrange a meeting for them with [REDACTED] when he visits Headquarters on 15 April. *note*

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10. The Department of Agriculture will do the filming of Mr. Houston for the awards ceremony. *note*

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[REDACTED] (contract), and Steve [REDACTED] worked this week on a "script treatment" for the Surveillance film. When this is approved by all the interested parties, the script will be written.

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12. The 31 March filming of the defector for SB Division was done by [REDACTED]

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13. [REDACTED] and I briefed two [REDACTED] officials on "training programs for career personnel" on Thursday, 2 April. *outside briefing*

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[REDACTED]
Chief
Instructional Support Staff

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